OPERATIONS/FACILITY MANAGER

1.   **Objective.** As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the functional description for varying levels of workload volume.

2.   **Authority.** The 85- and 86-series of Air Force (AF) and Air National Guard (ANG) directives contain AF and ANG policy and procedural guidance for Operations/Facility Manager. This ANGMS has been developed in accordance with procedures contained in AFR-25 and is the result of a functional review.

3.   **Applicability.** This standard applies to all Air National Guard flying units, plus the Combat Readiness Training Centers (CRTC) at Volk Field, WI; Phelps-Collins, MI; Savannah, GA; and Gulfport, MS. Excludes the four Air National Guard bases at Buckley, CO; Otis, MA; Rickenbacker, OH; and Selfridge, MI.

4.   **Standard Data:**
   a.   **Classification.** Type III.
   b.   **Approval Date.** 10 Dec 91.
   c.   **Manpower Data Source.** Staffing Pattern.
   d.   **Standard Manpower Equation.** $Y = 1$ (Constant Manpower).
   e.   **Workload Factor.** N/A

5.   **Application Instructions.** Apply this standard using the manpower equation in Para 4d.

6.   **Statement of Conditions.** This work center's normal hours of operation are a 40 hour work week with variance of daily operating hours from an 8 hour/5 day week, a 10 hour/4 day week, and a 9 hour/5 day week combined with a 3 day/9 hour day and a 1 day/8 hour week

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

JOHN B. CONAWAY
Lieutenant General, USAF
Chief, National Guard Bureau

OFFICIAL

E. DARDEN BAINES
Director
Administrative Services

2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Operations/Facility Manager

DIRECT:

1.   MANAGEMENT. Monitors and coordinates the performance of all work approved and authorized for accomplishment by Operations work force; consults on the design of new and the alteration of existing facility and utility system; provides input for the Real Property Operations, Maintenance, and Services Work program; provides input for the annual and long-range work plan; provides data for and executes the corrosion prevention, natural resources conservation, Entomological Control program, land management plan, and disaster plan; monitors the Occupational Safety and Health Administration (OSHA) program; acts as vehicle control officer; consults with the Support Personnel Manpower Office; takes action to procure specialized equipment; reviews Base Civil Engineer (BCE) communications requirements plan; administers and supervises subordinate work center; reviews incoming and outgoing distribution; reviews report and statistical data; develops budget estimate; manages the Building Managers program and inspects facility; investigates accident or incident; receives and assists visiting official; and advises the Base Civil Engineer.

2.   MEETING. Prepares for meeting and conducts or attends meeting.

3.   UNIT TRAINING ASSEMBLY (UTA) PREPARATION. Prepares training material to ensure military personnel will meet contingency requirements upon mobilization.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The   major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC Operations/Facility Manager/443001			APPLICABILITY MAN-HOUR RANGE Y = 1 (Constant Manpower)								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Production Control	555XX	CIV	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

AF FORM 1113, Jun 91 (COMPUTER GENERATED).   PREVIOUS EDITION IS OBSOLETE.